

## **APPENDIX A**

### **Travel Rules and Regulations**

Chapter 1.	Definitions
Chapter 2.	General Provisions
Chapter 3.	Travel Authorization and Procedure
Chapter 4.	Reimbursement for Travel
Chapter 5.	Transportation
Chapter 6.	Lodging
Chapter 7.	Subsistence Allowance
Chapter 8.	Work Stations and Moving
Chapter 9.	Record Keeping
Chapter 10.	Rate Schedule

#### **Section/Page      Chapter 1.   Definitions**

1-1	3	Agency
1-2	3	Agency Head
1-3	3	Commissioners
1-4	3	In-State Travel
1-5	3	Out-of-State Travel
1-6	3	Reimbursement for County Travel
1-7	4	County
1-8	4	County Business
1-9	4	County Travel
1-10	4	County Travel Expense
1-11	4	Station
1-12	4	Travel Allowances
1-13	4	Application of Definitions

#### **Chapter 2.   General Provisions**

2-1	4	Policy and Application of the Circular
2-2	5	Spirit of this Circular
2-3	5	Authority of The County Commissioners
2-4	5	Delegation Allowed and Limitation
2-5	5	Exceptions to This Circular
2-6	5	Agency Travel Policy
2-7	5	State Contracts
2-8	6	Budget and Compliance Responsibility

#### **Chapter 3.   County Travel Authorization and Procedure**

3-1	6	Authorized County Travel Generally
3-2	6	Authorized County Travel by a County Traveler

3-3	6	Authorized County Travel
3-4	6	Criteria for Approval of County Travel
3-5	7	Travel Arrangements

#### **Chapter 4. Reimbursement for County Travel**

4-1	7	Reimbursement for County Travel
4-2	7	Paying a County Travel Expense
4-3	7	County Travel Expense Limitations
4-4	8	Conference Expenses
4-5	8	Allowable Reimbursements – Legally Required
4-6	8	Allowable Reimbursements – Limitations
4-7	8	Rates of Reimbursement
4-8	8	Recovery of Expenses Erroneously Paid
4-9	9	Preferred Travel Expense Method

#### **Chapter 5. Transportation**

5-1	9	Preferred Transportation
5-2	9	Reimbursement for Vehicle Use
5-3	9	Mileage
5-4	10	Parking and Tolls
5-5	10	Travel by Air
5-6	10	Non-Commercial Air Transportation
5-7	10	Other Main Travel Modes
5-8	10	Transportation to Terminal
5-9	11	Vehicle Rental

#### **Chapter 6. Lodging**

6-1	11	Preferred Lodging
6-2	12	Reimbursement for Lodging
6-3	12	Shared Accommodations
6-4	12	Lodging Provider – Limitation
6-5	12	Lodging Rates – Limitation

#### **Chapter 7. Subsistence Allowance**

7-1	12	Subsistence Allowance
7-2	12	Reimbursement for Subsistence Allowance
7-3	13	Computation of Allowance-For-Over-Night Travel
7-4	13	One Day Travel – Limitation of Amount
7-5	13	Meals Provided
7-6	13	Subsistence Allowed Without Paid Lodging Bill
7-7	13	50 Mile Restriction/Exception
7-8	14	Weekend Travel Status – Exception

## **Chapter 8. Work Stations and Moving**

8-1	14	Coverage
8-2	14	Establishment of a Work Station
8-3	14	Reimbursement for Moving Expenses Due to a Change of Work Station

## **Chapter 9. Record Keeping**

9-1	14	Requirements for Receipts
9-2	15	Lost Receipts Procedure
9-3	16	Claim Forms
9-4	16	Claim Amounts

## **Chapter 10. Rate Schedule**

10-1	16	Subsistence Allowance Daily Rates
10-2	16	Mileage Allowance Rates
10-3	17	Other Rates of Reimbursement

\*\*\*\*\*

## **Chapter 1. Definitions**

Section 1-1	<i>Agency</i> means any elected official, administrative agency or department, authority, commission, committee, department, division, or other instrumentality of the executive branch of county government, and any entity required by State Statute to be included as a county agency. It does not include the judicial branch, or the legislative branch. Agency also refers to the agency paying for the travel
Section 1-2	<i>Agency Head</i> means the chief executive officer of an agency
Section 1-3	<i>Commissioners</i> means the Boone County Board of Commissioners
Section 1-4	<i>In-State Travel</i> means county travel within the United States.
Section 1-5	<i>Out-of-State Travel</i> means county travel that starts or ends in the State of Indiana and includes crossing the state line into any other State.
Section 1-6	<i>Reimbursement for County Travel</i> means the county's payment of a subsistence allowance, mileage allowance, or a reimbursement

expense to a county traveler.

- Section 1-7            *County* means Boone County, Indiana.
- Section 1-8            *County Business* means permitted lawful activity by a county traveler on behalf of the county or and agency which advances or is reasonable calculated to advance to goals and purposes of the county or agency on whose behalf the activity is undertaken.
- Section 1-9            *County Travel* means travel by a county traveler who is engaged in the performance of county business on a trip away from the individual's home or station.
- Section 1-10           *County Travel Expense* means the additional reasonable costs incurred by a county traveler resulting from traveling for the county on county business, excluding all items personal in nature or items not resulting from county travel.
- Section 1-11           *Station* means: (A) for a county employee, the locations of the employee's assigned permanent office, and (B) for all other persons, in the following order:  
                              (1) the place stipulated in a contract with the county,  
                              (2) the person's office, or  
                              (3) the person's home, if approved by the County Council.
- Section 1-12           *Travel Allowance* means the rates of reimbursement established for county travelers by the Boone County Council.
- Section 1-13           *Travel Status* means the status of a county traveler who has started to travel on county business, whether or not travel expenses will be reimbursed by the county.
- Section 1-14           *Application of Definitions.* The definitions in this Chapter apply throughout this policy document unless otherwise indicated.

## **Chapter 2.    General Provisions**

- Section 2-1            Policy and Application  
                              This policy sets forth the county's policies, and procedures for traveling and for claiming reimbursement for travel expenses incurred by any person who has traveled on county business. All county travel must be authorized, arranged, carried out, and paid for in accordance with this policy. Reimbursement for county travel shall only be made in accordance with this policy. This policy is applicable to all county travelers.

Section 2-2                    Spirit of This Policy

All county travelers seeking reimbursement should incur the lowest reasonable travel expense (examples-sharing a room or riding together), and should exercise care to avoid impropriety or the appearance of impropriety, including the public perception that a business trip has been taken for personal reasons. Public funds may never be used for personal gain. If a circumstance arises that is not specifically covered, either the most conservative course within the 'spirit' of this policy shall be adopted or consultation for guidance with the County Commissioners shall be pursued.

Section 2-3                    Authority of the County Commissioners

The Commissioners shall: (A) Administer and enforce this policy in accordance with Indiana code, (B) Possess the authority and power that is necessary and proper to discharge its duties under Indiana code and this policy. This includes, without limitation, the authority and power to design, promulgate and require the use of such documentation, including county travel forms, as the Commissioners deem essential or convenient to the Administration and enforcement of this policy.

Section 2-4                    Delegation Allowed and Limitation

If this policy requires an agency to take some action, the action may be taken by the designee or the agency head. If this policy requires an agency head to take some action, the action may not be delegated by the agency head.

Section 2-5                    Exceptions to This Policy

The Commissioners may authorize exceptions in writing to this policy. An agency head requesting an exception shall state the request in writing and submit it to the Commissioners. Reasons for exceptions include, but may not be limited to the following: loss or harm to the county or others.

Section 2-6                    Agency Travel Policy

An agency may develop internal policies and procedures relating to county travel by county travelers. Such policies and procedures may not be inconsistent with this policy and must be approved by the Commissioners.

Section 2-7                    Contracts

(A) Agencies that enter into contract which provide for specific reimbursement of travel expenses must specify in the contract that travel reimbursement to persons under contract will be consistent with this policy.

(B) Out-of-State travel that will be paid separately under the contract shall be itemized in the contract so that approval of the travel can be granted during the contract signing process. Out-of-State trips not specified in a contract must receive written prior approval from the contracting agency and the Commissioners.

(C) Travel arrangements for all contractors and speakers traveling either from Indiana to out-of-state or from out-of-state to Indiana are required to be made with the Commissioners.

Section 2-8                    Budget and Compliance Responsibility

The agency has the responsibility to assure that actual travel expenses do not exceed budgeted travel expenses. It is also the responsibility of the agency to ensure that travel expenses incurred on behalf of the agency are in compliance with this policy.

**Chapter 3.        County Travel Authorization and Procedure**

Section 3-1                    Authorized County Travel Generally

A county traveler shall only be authorized to engage in county travel in accordance with Sections 3-2 through 3-6 of this policy.

Section 3-2                    Authorized County Travel by a County Traveler

A county traveler is authorized to engage in county travel if the travel has been approved in advance and in writing by the agency head if the travel is outside of the county.

Section 3-3                    Authorized County Travel

The agency shall be responsible for the prior authorization of travel for both in-state and out-of-state travel. It shall be the duty of the agency to review the authority for travel prior to filling travel claims with the county auditor.

Section 3-4                    Criteria for Approval of County Travel

(A) County travel is designed to reimburse the expenses of a person on county business and allowing up to one (1) day travel time the day before and up to one (1) day of travel time the day after the meeting or event, depending on actual circumstances, as approved by the agency.

(B) In keeping with the ‘spirit’ of the policy, travel status should not start prior to, or end after the normally required periods of time necessary to complete the official county business (See Section 2-21)

(C) The primary purpose for travel must be county business, but occasionally a person may be approved to take a trip that includes both personal time and business travel. Form 823, “Authorization for Out-of-State Travel” must indicate the complete period of time the person will be out-of-state, including personal time. However, no out-of-state travel business will be approved if it encompasses personal leave both before and after the official county business. A combination trip benefits the traveler to some extent, but it can also result in benefit to the county. A county traveler shall exercise special care not to seek reimbursement for expenses that could be construed to be personal. If vacation leave or time off is combined with any trip, the lodging and subsistence for the extra days of travel are not eligible for reimbursement.

(D) Persons traveling to locations within four (4) hours drive time are generally expected to travel by automobile (example from Indianapolis to Chicago). However, individual circumstances and time commitments before and/or after travel may necessitate airline use. Airline use in these circumstances must be approved by the agency.

(E) Normally 'side-trips' are not approved in conjunction with county travel. However, special calculations are required when the travel includes 'side-trips' not required for county business. If county business requires the county traveler to travel from city 'A' to city 'B', the allowable reimbursement would be the pro-rated commercial carrier round-trip fare actually paid between City 'A' and city 'B' or the map mileage (times 2), if driving a personal vehicle.

Section 3-5                      Travel Arrangements

When two (2) or more employees are traveling the same general route, using either a county-owned vehicle or a privately owned vehicle, the Commissioners require that only one vehicle be driven, if it is administratively feasible.

## **Chapter 4.    Reimbursement for State Travel**

Section 4-1                      Reimbursement for County Travel

The county shall only make payment or reimbursement of county travel to or on behalf of a county traveler who is entitled to it under this policy and it compliance with the terms and provisions of this policy.

Section 4-2                      Paying a County Travel Expense

The county may pay a county travel expense to or on behalf of a county traveler under the following terms and conditions:

(A) Payment of the county travel expense is approved in writing by any person whose approval is required for authorization or ratification of the county traveler under Section 3-2.

(B) The county travel giving rise to the county travel expense has been authorized or ratified in accordance with this policy.

(C) With respect to a county travel expense, the county traveler submits an original receipt for the county travel expense along with such supporting documentation as is required by Chapter 9.

(D) Paying the county travel expense does not violate any law, statute, circular or regulation, or court order and

(E) the county travel expense was incurred in compliance with this policy.

Section 4-3                      County Travel Expense Limitations

(A) The county may not pay a county travel expense where another person or entity, other than the authorized county traveler, pays the expense or subsistence allowance.

(B) If a county travel expense has been approved in advance by the appropriate county agency, the actual county travel expense incurred by the county traveler is payable only to the extent it is less than or equal to the approved county travel expense amount. This requirement may be waived by the Commissioners and the appropriated county agency if its enforcement, under the circumstances, would be unfair, inequitable, impractical, unreasonable, or otherwise not consistent with the policies and principles underlying this policy.

Section 4-4                    Conference Expenses

A county traveler may be reimbursed for the cost of registration fees associated with attendance at conferences. Only the county traveler's portion of the registration fee, and not fees for any other individual accompanying the County Traveler, shall be paid, unless prior approval has been authorized by the Commissioners. Section 7-5 applies when the registration fee covers the cost of meals.

Section 4-5                    Allowable Reimbursements-Legally Required

A county traveler may not receive, accept, or retain county travel expense, lodging, transportation, meals, or any other goods or services with respect to county travel that is provided by another person or entity who is not legally obligated to do so unless such receipt, acceptance, or retention is legal, ethical, and does not raise the appearance of impropriety. Any such expense, allowance, good or service that has been improperly paid or accepted shall forthwith be refunded or otherwise paid by the county traveler.

Section 4-6                    Allowable Reimbursements & Limitations

Each person requesting reimbursement for county travel expenses shall submit a claim covering only the person's own expenses. No reimbursement may be made for the expenses of another person. However, a person may receive reimbursement for the county travel expenses of wards or offenders of the county. The request for reimbursement for the expenses must be made separately itemized and justified in the request for reimbursement.

Section 4-7                    Rates of Reimbursement

(A) The rates of reimbursement for travel allowances shall be those established, in accordance with rates established by the county council. ‘

(B) Reimbursement rates for travel allowances, and/or maximum rates, are provided in Chapter 10.

(C) The rates of reimbursement for actual expenditure items shall be the amounts actually expended, subject to any limits per provisions of Section 4-7 (B).

Section 4-8                    Recovery of Expenses Erroneously Paid

The county may recover any expense or allowance paid to any person or entity:

(A) Which was erroneously paid for any reason.

(B) Which was paid because of illegality or fraud on the part of any person or entity, or

(C) Which was paid under the mistaken belief, at the time payment was made, that such payment was in accordance with this policy.



Section 4-9

Preferred Travel Expense Method

The county shall make payment when travel is by the preferred traveling method. The preferred traveling method is the least expensive or most cost effective means of travel which is also:

- (A) Available at the time and place where it was needed,
- (B) Necessary for the county travel involved,
- (C) Appropriate, sufficient, and timely for the county travel involved,
- (D) Reasonably safe, and
- (E) Reasonable comfortable

**Chapter 5      Transportation**

Section 5-1

Preferred Transportation

(A) When the county travel is within the State or within two hundred fifty (250) miles of the county traveler's station, the preferred traveling method is first by county owned vehicle, and second by personal vehicle.

(B) When the county travel is outside the State and greater than two hundred fifty (250) miles from the county travelers station, the preferred traveling methods rank as follows:

- (1) By commercial air
- (2) By other commercial transportation
- (3) By county owned vehicle, or
- (4) By personal vehicle.

Section 5-2

Reimbursement for Vehicle Use

A person traveling in a personal vehicle will be paid a mileage allowance for the lesser of the distance actually traveled, or the distance between the destination and the station, and as provided by Section 5-3.

Section 5-3

Mileage

Payment of mileage with respect to county travel shall be made in compliance with this mileage section. A County traveler is entitled to payment of mileage under the following terms and conditions:

(A) The mileage is incurred through the use of a private vehicle in accordance with this policy.

(B) The route or routes taken to and from the destination are the shortest and most cost effective, and use the appropriate points of departure and return.

(C) Additional mileage, not to exceed 10% of the 'shortest route' mileage, may be claimed when the usually traveled route entails the use of an interstate highway which is not the, shortest route, (1) the 10% additional mileage is a maximum deviation and not an automatic additional charge, (2) in no case shall the allowable mileage exceed the actual map mileage.

(D) For in-state travel, the mileages are computed from the current official State of Indiana, highway map, but adjusted where appropriate.

(E) For out-of-State travel, the mileages are computed from a current reliable atlas,

(F) Additional travel within a city or town must be listed separately from travel between cities and towns.

(G) Daily travel between County facilities in the normal course of County business or for meetings will not be considered a reimbursable expense.

(H) Dailey travel from the employee's home and work location will not be considered a reimbursable expense. If an employee is called out for emergency purposes and travels directly to the emergency site, the mileage expense will be reimbursed.

#### Section 5-4 Parking and Tolls

A person in travel status may be reimbursed for the cost of parking and tolls when using either a personal vehicle or a County vehicle. Valet parking will only be reimbursed if 'self-parking' is not available. Receipts satisfying the requirements of Section 9-1 must be included with the claim for reimbursement (for parking at public transportation terminals, see Section 5-8).

#### Section 5-5 Travel By Air

(A) The coach class cost of travel by commercial carrier will be reimbursed. "Super Saver" or other airfares carrying cancellation penalties should be used with extreme caution. The penalty fee may be reimbursable only if legitimate county business prohibits the employee from completing the travel,

(B) Occasionally, it may be cost effective for an employee to travel on a weekend in order to obtain a less expensive airline fare. Lodging and meals for the weekend travel will be reimbursed to the employee if the net savings to the county exceeds one hundred dollars (\$100).

(C) The Commissioners have the authority to adopt and enforce specific policies for air travel. For example, county employees could be required to travel to a particular airport or on a particular airline carrier to avail the county of a reduced group fare.

#### Section 5-6 Non-Commercial Air Transportation

Written approval from the Commissioners is required before making arrangements for non-commercial or charter air transportation.

#### Section 5-7 Other Main Travel Modes

The cost of travel by railroad or bus may be required. To be reimbursed, a person must submit acceptable receipts with the travel claim. The cost of sleeping cars is not allowable for reimbursement. The travel time provisions of Section 3-5 apply to train and bus travel.

#### Section 5-8 Transportation to Terminal

(A) The cost of taxi and other public transportation between a person's station and a terminal may be reimbursed. However, the county will not

reimburse the cost of tax fare between home and terminal in an amount in excess of taxi fare between the station and the terminal.

(B) The cost of transportation between the terminal, the place of lodging and other places of business may be reimbursed. The person must either itemize such trips on the travel voucher or submit a log of such trips with the travel voucher stating the nature of each trip.

(C) The cost of parking at a terminal may be reimbursed at long-term parking rates. A county traveler may use a personal vehicle for transportation to a terminal instead of using public transportation and may be reimbursed the cost of round-trip mileage between the station and the terminal.

(D) Reimbursement for a second round-trip instead of reimbursement for parking at the terminal is allowable; however, reimbursement for a second round-trip may not exceed the avoided long-term parking fees.

#### Section 5-9                      Vehicle Rental

(A) Vehicle rental expense is reimbursable for out-of-state travel when it is efficient and cost effective and when approved in advance by the Commissioners. The least expensive practical vehicle shall be rented,

(B) The cost of renting a vehicle, in connection with travel by other modes of transportation, may be reimbursed if suitable local public transportation is not available or when rental is considered more advantageous to the county than use of public transportation due to routing or scheduling considerations.

(C) The agency requesting the rental of a vehicle must submit a written request to the Commissioners justifying the need for rental of a vehicle prior to making arrangements for renting the vehicle.

(D) Collision Damage Waiver (CDW), or Liability Damage Waiver (LDW), insurance covering use of the rented vehicle is a reimbursable expense. The cost of any other insurance will be reimbursable only with prior approval. Taking full coverage offered by the rental companies may be advantageous to the county under certain circumstances.

(E) The initial payment of the cost of renting a vehicle is the responsibility of the person renting the vehicle. The person may be reimbursed for:

- (1) the cost of renting the vehicle
- (2) the cost of additional fuel,
- (3) the cost of authorized insurance coverage
- (4) parking, and
- (5) tolls.

(F) Each item of cost must be supported by receipts as required by Section 9-1. The claim for reimbursement must itemize the business usage of the vehicle, showing point-to-point travel the same as for a personal vehicle. The person may be reimbursed for vehicle rental, excluding any personal usage, according to the following formula:  $\text{Reimbursement} = E \text{ times } M_s \text{, divided by } M_t$ .  $M_s$  is the mileage traveled on county business.  $M_t$  is the total mileage traveled, and  $E$  is the total expense for the rental of the vehicle.

(G) It is the responsibility of the traveler to make sure both the beginning and the ending mileages are on the receipt.

## **Chapter 6. Lodging**

### **Section 6-1           Preferred Lodging**

(A) Lodging arrangements with respect to county travel shall be made in compliance with this preferred lodging section.

(B) Reimbursement for in-state lodging is limited to the in-state lodging rate as set forth in Section 10-5, without the prior written approval of the agency.

### **Section 6-2           Reimbursement for Lodging**

A person in travel status may claim reimbursement for actual lodging expenses not exceeding the single occupancy room charge, including taxes and service charges, for over-night stays only (noting in some circumstances the rate will be the same for single or double occupancy). It is the traveler's responsibility to check out of the accommodations in sufficient time to not be required to pay additional expenses for late check-out.

### **Section 6-3           Shared Accommodations**

(A) If accommodations are shared by county travelers:

- (1) the total room charge can not be claimed by either traveler,
- (2) each traveler shall request an original hotel bill which includes the traveler's name,
- (3) each traveler shall only claim a prorated share of the total room charge as listed on the traveler's individual hotel bill.

### **Section 6-4           Lodging Provider-Limitations**

A person may not claim reimbursement for lodging when the lodging was provided by another person who is not in the business of providing lodging.

### **Section 6-5           Lodging Rates-Limitations**

All persons, including county employees, elected officials, and Commissioners, are urged to stay in hotels offering a reasonable government rate. These reduced rates usually must be requested of the hotel in advance. In order to receive reasonable government rates, lodging establishments may require county travelers to provide county government identification. When government rates are not available, prior approval from the Commissioners is required.

## **Chapter 7. Subsistence Allowance**

### **Section 7-1           Subsistence Allowance**

Payment of a subsistence allowance shall be made in compliance with this subsistence allowance chapter of this policy. The county shall pay a subsistence allowance to a county traveler for any day during which such county traveler is in travel

status for the required length of time. The values for the rates are explained in Section 10-1.

Section 7-2                    Reimbursement for Subsistence Allowance

A person in travel status is entitled to a subsistence allowance not to exceed the amount as provided for by Section 7-3.

Section 7-3                    Computation of Allowance for Over-Night Travel

The subsistence allowance daily rates are computed pursuant to State statute.

For travel that begins and ends on the same day, subsistence shall be claimed only in accordance with Section 7-4. No subsistence is paid for travel segments that are less than 7 ½ hours. An original paid lodging bill is required to claim subsistence for over-night travel. See Section 9-1. In the event state statute rates are different, the state rate will prevail.

Section 7-4                    One-Day Travel-Limitation of Amount

If a person's time at work, not in travel status, combined with time in travel status, all in one day, is at least twelve (12) hours, the person may be reimbursed for breakfast and dinner or both. If the County travel begins before 6:00 A.M., the person may claim breakfast at the Daily Rate divided by four (4). If the person is in travel status after 9:00 P.M., the person may claim dinner at the Daily Rate divided by (2) two.

Section 7-5                    Meals Provided

If all meals are provided, simply make no claim for subsistence. The county must not pay for a person's meal more than once. This included, but is not limited to, meals included in the registration fees or by hotels which include it in the room charge, often referred to as the "European Plan". If a person in travel status received a meal without charge, then the subsistence allowance must be reduced as follows:

- (A) Breakfast, Brunch, or Lunch    Daily Rate divided by four (4)
- (B) Dinner                                Daily Rate divided by two (2)

However, no deduction from subsistence shall be taken for continental breakfasts.

Section 7-6                    Subsistence Allowed Without Paid Lodging Bill

If lodging is provided to a person in travel status at no cost to the person, a statement explaining that the person was in travel status, signed by the Agency, may be submitted as documentation to justify claiming the subsistence allowance.

Section 7-7                    Fifty (50) Mile Restriction/Exception

(A) Except as provided below, a person is not entitled to lodging or a subsistence allowance for over-night travel, if travel takes the person fifty (50) miles or less from the station or the person's home,

(B) An Agency may only authorize payment of lodging and/or subsistence by making a determination that it may be dangerous or undesirable for a person to travel because of any or one of the following:

- (1) unsafe highway/weather conditions,
- (2) lack of public transportation and the person depends upon such form of transportation
- (3) assignment of the person to police duty, arbitration or strike conciliation,
- (4) the employee's physical condition, or
- (5) with prior written approval from the Commissioners for an unusual work assignment.

(C) The agency must make the determination in writing, and a copy must accompany the traveler's claim,

(D) At the discretion of the agency, over-night travel is not necessarily required just because the mileage exceeds fifty (50) miles.

#### Section 7-8

##### Weekend Travel Status-Exception

(A) A person traveling out-of-state may claim lodging expense and subsistence allowances for Saturdays, Sundays, or holidays (even though the person is not conducting County business on those days) in order to reduce the total cost of travel, or to accommodate early morning or late evening meetings. The savings must be documented in advance of travel.

(B) A person traveling in-state may claim lodging expense and subsistence allowance for Saturdays, Sundays, or holidays (even though the person is not conducting county business on those days) in order to reduce the total cost of travel, or to accommodate early morning or late evening meetings. The savings must be documented in advance of travel.

## **Chapter 8. Work Stations**

#### Section 8-1

##### Coverage

This chapter contains policies and procedures for the establishment of work stations.

#### Section 8-2

##### Establishment of a Work Station

An agency head may wish the County Council to designate the work station of an employee to be other than the county office. The county traveler can qualify for a remote work station under the following conditions:

(A) If an employee spends less than fifty percent (50%) of the time, over a period of at least ninety (90) days, within thirty (30) miles of an office of the agency.

(B) If the agency head explains to the Council in writing how the designation maximizes efficiency and economy for the county.

## **Chapter 9. Record Keeping**

### **Section 9-1**

#### **Requirements for Receipts**

Except as provided below, a person requesting reimbursement for the actual cost of any item of expenditure must include an original paid receipt attached to the claim. Most credit card receipts will not qualify as a receipt by themselves, but they can be used as proof of payment, if the lodging bills do not indicate the bill has been paid. The words, “paid in full” need to be on the bill. Care should be taken not to alter in any way the original bill, including the use of high-lighters. The type of acceptability of receipts are as follows:

(A) The type of records may be hand written or preprinted, but must be legible and conform to the following standards:

(1) written receipts:

- (a) must be signed by the payee,
- (b) must indicate the amount paid,
- (c) can not contain alterations to dollar amounts,
- (d) must indicate purpose for payment
- (e) must give name of payor, and
- (f) must give date of payment

(2) preprinted receipts

- (a) must give name of payee,
- (b) must indicate amount paid, and
- (c) must indicate purpose of payment

(B) Examples of acceptable receipts are as follows:

(1) for lodging – a hotel/motel bill must contain the following:

- (a) name of payee and address of lodging,
- (b) number of persons in the room
- (c) daily charge for the room
- (d) dates of room usage, and
- (e) indication that payment was made for the room

(2) for air fare-the passenger coupon portion of the airline ticket:

- (a) is required for either direct payment or reimbursement,

(b) must indicate the name of the passenger, and

(c) must indicate the routing and dates of travel.

(3) for taxi or cab fare, must also indicate the starting point and destination (such as from airport to hotel):

- (a) can be on taxi business card,
- (b) should indicate taxi or driver number,
- (c) should be initialed or signed by the driver,
- (d) may want to take your own pre-printed form, which you can complete and have the driver sign.

Section 9-2                      Lost Receipts Procedure

If a receipt for any item or expense has been lost or is unobtainable, the following may be substituted:

(A) Airfare: documentation from the airline or travel agent, could be complete set of boarding pass/seat assignment receipt,

(B) Lodging: statement from provider or copy of lodging bill and paid receipt,

(C) Other: for receipts totaling less than \$75, a hand written statement explaining the same basic information of the original receipt, dated and signed by payee, and approved (signed-off) by the Commissioners.

(D) All claims for reimbursement which are accompanied by substitutions for original receipts must also be approved by: (1) for employees – by the agency head and the employees’ immediate supervisor, (2) for contractors, board and/or commissioner members – by the agency head, (3) for the agency-head by the Commissioners.

Section 9-3                      Claim Forms

All requests for reimbursement must be submitted on forms provided by the agency and prescribed by Commissioners, may be a State Tax Board of Accounts form. The forms to be used are travel vouchers for County employees, and claim vouchers for all others. All vouchers must be pre-audited and approved by the Agency prior to be submitted to the County Auditor’s Office for payment.

Section 9-4                      Claims Amounts

Travel claims will be submitted on a monthly basis.

**Chapter 10. Rate Schedule**

(Subject to periodic update and revision)

Section 10-1                    Subsistence Allowance Daily Rates

Pursuant to State statute.

Section 10-2                    Mileage Allowance Rates

(A) In-state mileage reimbursement rates

(1) must be computed from current State of Indiana highway map,

(2) personal automobile mileage rate:  
Pursuant to State statute.

(B) Out-of-state reimbursement rates:

(1) apply to the total round-trip mileage per trip,

(2) the maximum of 500 miles would be reduced to 250 miles when computing one-way mileage, etc.

(3) each trip starts and ends at the person’s work station

(4) the total miles may be computed from a current reliable atlas or may be supplied by the Commissioners,



(5) personal automobile mileage rate:  
Pursuant to State statute.

Section 10-3

Other Rates of Reimbursement

Pursuant to State statute. Rates above the maximum allowable rate require prior approval of the Commissioners. As stated elsewhere, in the event State Statute rates are different, the State rate shall prevail.

**APPROVAL OF BOONE COUNTY PERSONNEL HANDBOOK**

**SEPTEMBER 2008**

**BOONE COUNTY COMMISSIONERS**

**BOONE COUNTY COUNCIL**

---

**Marc Applegate, President**

---

**Steve Jacob, President**

---

**Harold 'Huck' Lewis**

---

**Bill Soards**

---

**Charles H. Eaton**

---

**Marcia Wilhoite**

---

**Jeff Heck**

---

**Debby Shubert**

---

**Walter 'Butch' Smith**

---

**Kerry Kries**

ATTEST: \_\_\_\_\_  
Gretchen Smith  
Boone County Auditor  
September 2008